

Utah State Office of Education

Collaborating for Student Achievement

**Procedures for an Interim
On-Site Review**

**Instructions for the Principal and
School Leadership Team**

Developed by:

Life Long Learning & Associates
In collaboration with the
Utah State Office of Education
and the
Utah State Accreditation Advisory Committee
Facilitators and Trainers

(July 2005)

Interim On-Site Review Visit

Guidelines for Principal and School Leadership Team

The Interim Report

The school will prepare a brief report on progress and activities during three-year interim, focusing on the school's action plan and the major recommendations of the original Visiting Team.

The report should include:

- Comments on progress the school has made to implement the school's action plan since the last visit.
- Data to support the direction the school has taken regarding the action plan.
- Evidence of progress on the major recommendations of the Visiting Team.
- Comments on organizational growth activities (if any) based on the recommendations made by the Visiting Team in each of the seven (7) NSSE focus group areas.
- Description of significant developments at the school
- Any new or updated information added to the self-study. Comment on the significant changes, if any, the school has made in moving toward the development of a comprehensive school profile.

Pre-Visit Activities

USOE will appoint a two- or three-member team to conduct the site review. If possible, members of the previous Visiting Team will be appointed to the review team.

- The school will send to the interim Visiting Team Chair, at least three weeks before the visit, a copy of:
 - The original self-study document (to be returned to the school).
 - The original Report of the Visiting Team.
 - The school's three-year interim report.
 - A schedule for the on-site visit.

The principal and chair review the follow-up activities that have occurred in response to the original report and any significant developments at the school.

The chair and the school leadership determine the most valuable use of time during the visit.

FAQs

When is the report due?

Three weeks prior to the site visit. The school is responsible for mailing the interim report to the state accreditation office and the interim visit chair.

Who will be visiting us?

One of the state's facilitators and one or two others will make up the review team.

Will they be members of the original Visiting Team?

Not always. However, when possible, the review team will have at least one member of the original Visiting Team.

Is the school responsible for scheduling the interim visit?

USOE will notify the school by letter in advance of the visit. The chair will contact the school and in cooperation with the school principal schedule a date for the interim visit.

How long should the report be?

As long as it takes to adequately respond to the recommendations contained in the original report of the Visiting Team.

What does the school need to have ready on the day of the visit?

A meeting room for the review team with a computer if requested. A class schedule and map of the school would also be helpful.

What meetings do we need to schedule?

This will depend on the recommendations from the original Visiting Team. The review team chair will contact the principal in advance. Together they will set up a schedule of meetings for the on-site visit. Typically, the team **may** want to meet with:

- Principal and leadership team
- Focus groups or chairs
- Ad hoc student committee
- Action plan committee
- Department chairs

How long will the visit take?

Typically, the visit will not exceed one school day.

What can we expect as follow-up?

The review team chair will prepare a written report outlining the school's improvement efforts and identifying areas for additional focus by the school. This review team report will be forwarded to USOE for review by the State Accreditation Committee. A finalized copy of the report will be sent to the school.

If the school has made adequate progress on the recommendations and action plan, the state will notify the school that the six-term of accreditation has been affirmed. The school will have the remaining three years of the original six-year term to continue to act on the major recommendations of the original Visiting Team and the school's updated

action plan. At the end of the three year period, the school will have a full visit to establish a new term of accreditation.

If the school has not made significant progress on the recommendations or the action plan, USOE will notify the school that the six-year term has not been reaffirmed. The school will then have one year to prepare a full self-study. The state may also request additional visits for the school and/or additional reports updating the State Accreditation Committee of the school's progress.